

**City of Clewiston  
Job Posting**

**Position:** Police Patrol Lieutenant  
**Reports to:** Police Chief  
**Status:** Exempt  
**Salary Grade:** Grade 20

**DEFINITION:** Under the direction of the Police Chief, 1) manages the Patrol Division of the Department; 2) supervises subordinate supervisors; 3) performs staff assignments and evaluations, and 4) in the absence of the Police Chief and the Administrative Lieutenant, assumes full command of the Police Department.

**DISTINGUISHING CHARACTERISTICS, FEATURES, and REQUIREMENTS:** This is a public service position that often requires working unusual hours, rotating shifts, working in inclement weather and stressful working conditions.

**SUPERVISION EXERCISED AND RECEIVED:** It is required of this position to supervise police sergeants, patrol officers, CID sergeants, investigators, training officers, and K-9 officers. The position receives general or direct supervision from the Police Chief or in the absence of the Police Chief, the Administrative Lieutenant.

**IMPORTANT/ESSENTIAL DUTIES:** Performs a variety of management and administrative duties including but not limited to; commanding a police division, leading patrol teams, research, planning, and budgeting, organizing, staffing, controlling and evaluating police programs. Position may also be required to supervise traffic and fleet management, volunteers, crime prevention and scheduling and training of subordinates. Persons in this position shall also be prepared to perform/supervise internal investigations, assist in recruitment and hiring, disciplinary issues, disaster preparedness, and annual budgetary planning. Prepares and presents to the Police Chief recommendations for quality assurance and improvement of police services.

**OTHER JOB – RELATED DUTIES:** Proficiently use department computers and software for data entry, recovery as well as report preparation and approval. Recognizing problems and developing critical strategies needed to correct them.

**JOB – RELATED QUALIFICATIONS: Knowledge, Skills and Abilities:** Thorough knowledge of criminal law, rules of evidence, search and seizure; departmental values, objectives, mission and annual goals; proficiency in emergency management techniques, including the incident command system, modern management methods, team building skills, modern leadership and supervisory techniques; personnel rules and regulations, personnel investigative techniques; city policies, goals and objectives; local, state, and federal law and case decisions; police training techniques, modern investigative and reporting techniques; available community resources including mediation, counseling, EAP's, enforcement and related resources; orders of the department; current employee terms and conditions of employment and the basic concepts of municipal/public fiscal management.

**ABILITY TO:** establish goals and objectives for the division. Develop and adjust plans within delegated authority. Plan, organize and assign schedules for staff to provide required service. Make forceful arrests; drive a motor vehicle under normal and emergency conditions safely. Hear and understand verbal communications at normal speaking tones via voice, radio and telephone and to verbalize succinctly. Develop and present ideas and recommendations orally and in writing. Perform public speaking and presentations as required. Operate and supervise the operation of law enforcement equipment skillfully, safely, and in conformance with applicable laws.

**EDUCATION AND TRAINING GUIDELINES:** Any combination equivalent to experience and education that would provide the required knowledge, skills and abilities to perform these duties.

**EDUCATION:** An AA Degree from an accredited college or university. Bachelor's degree preferred. In some circumstances, work experience may substitute for education requirements.

**EXPERIENCE:** At least two years of service as a police sergeant or higher rank in a similar or larger size municipal department. At least ten years as a sworn law enforcement officer. Some form of SWAT or rapid response and ICMS leadership experience.

**SPECIAL REQUIREMENTS:** Ability to memorize and retain detailed information; ability to listen and effectively act upon multiple directions and requests simultaneously; ability to learn, retain and apply procedural guidelines; work a variety of shifts and hours including nights, evenings, days weekends and holidays, occasionally on a rotating schedule. The ability to consistently maintain mental alertness, calm demeanor, and to remain focused and composed under the most difficult emergency circumstances. Must reside in the City of Clewiston within 6 months of hire.

**LICENSES, CERTIFICATES, REGISTRATION:** Current CJSTC Law Enforcement Certificate, valid Florida Driver's License, excellent driver's history, be a US citizen or obtain US citizenship within the time period as prescribed by law.